



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

www.hivcommission-la.info

OPERATIONS COMMITTEE MEETING MINUTES

January 20, 2011

Approved
2/14/2011

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Carla Bailey, Co-Chair	Dean Page	Michael Green	None	Jane Nachazel
Sergio Aviña	Karen Peterson	Jenny O'Malley		Craig Vincent-Jones
Fredy Ceja				Nicole Werner
James Chud			PUBLIC	
Thelma James			Joseph Green	

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 1/20/2011
- 2) **Minutes:** Operations Committee Meeting Minutes, 8/19/2010
- 3) **Minutes:** Operations Committee Meeting Minutes, 9/16/2010
- 4) **Minutes:** Operations Committee Meeting Minutes, 10/5/2010
- 5) **Minutes:** Operations Committee Meeting Minutes, 10/21/2010
- 6) **Minutes:** Operations Committee Meeting Minutes, 11/4/2010
- 7) **Minutes:** Operations Committee Meeting Minutes, 12/16/2010
- 8) **Table:** Los Angeles County Commission on HIV, Membership Roster, 11/9/2010
- 9) **Table:** Commission on HIV, Overall Attendance Percentages, January - June 2010
- 10) **Memorandum:** Interview Questions for New Commission Member Candidates, 12/5/2010
- 11) **Form:** Renewal Application Evaluation and Scoring Form, 12/5/2010
- 12) **Commissioner Renewal Application:** Jeffrey Goodman, 10/21/2010
- 13) **Form:** New Member Application Evaluation and Scoring Form, 12/5/2010
- 14) **Commissioner Application:** Joseph Green, 1/20/2011

1. CALL TO ORDER:

- Ms. Bailey called the meeting to order at 12:50 pm.
- Mr. Vincent-Jones noted Commission Co-Chairs may chair all committees. Ms. Bailey and Mr. Johnson are chairing pending co-chair elections, as the former co-chairs have been re-assigned to other committees.

2. APPROVAL OF AGENDA:

MOTION #1: Approve the Agenda Order corrected to include Mr. Chud as a Committee member (**Passed by Consensus**).

3. APPROVAL OF MEETING MINUTES:

MOTION #2: Approve 8/19/2010, 9/16/2010, 10/5/2010, 10/21/2010, 11/4/2010 and 12/16/2010 Operations Committee Meeting minutes (**Passed by Consensus**).

4. PUBLIC COMMENT, NON-AGENDIZED: There were no comments.

5. COMMISSION COMMENT, NON-AGENDIZED:

- Mr. Chud asked about the renewal process. Mr. Vincent-Jones said renewals are scored once applications are complete and a quorum exists. Non-institutional seats require two candidates unless exempted. Applications may be held for receipt of a second.
- The higher scoring candidate is nominated. Renewal scoring considers past performance, attendance and other issues.

Operations Committee Meeting Minutes

January 20, 2011

Page 2 of 3

- Nominated candidates go forward to the Commission for approval and, if approved, go to the Board for appointment.
- Per County practice, commissioners remain in their seats even if their term has expired until they are replaced, they resign or the Board chooses to remove them, which is, in practice, never done.
- Mr. Chud had not known the importance of scoring and expressed an interest in providing a more complete application.

6. PUBLIC/COMMISSION COMMENT FOLLOW-UP: There were no comments.

7. CO-CHAIRS' REPORT:

- A. **Co-Chair Nominations:** Mr. Ceja and Ms. O'Malley were nominated. Nominations are open until February elections.
- B. **Committee Work Plan:** Mr. Vincent-Jones recommended he work with the new co-chairs, when elected, to draft a plan for presentation and discussion in February or March. He added all committees will review their plans. Those with co-chairs have started the review.
- C. **Other:** Mr. Vincent-Jones asked for the Operations Committee meeting day and time be moved to accommodate new members' schedules.
 - ➡ Ms. Werner will poll Operations members for alternate meeting days and times.
 - ➡ There will be a one-hour meeting prior to the next Operations meeting for Mr. Vincent-Jones to update new members on the extensive work done to date. Continuing members may join if they choose.

8. MEMBERSHIP APPLICATIONS:

- A. **Candidate Interviews:**
 - Mr. Ceja noted sample interview questions in the packet to assist new Operations members in the interview process.
 - Ms. Peterson requested a December scoring update for the Consumer SPA 4 seat. Mr. Vincent-Jones reported that Committee make-up has changed since Mr. Chud's and David Kelly's applications were scored in December, changing the scoring trends in the Committee. While no scores have been wrong, it might create an appearance of disparity among the candidates' scores for the same seat. He recommend that the new Committee membership re-score David Kelly's and Jim Chud's applications.
 - Mr. Vincent-Jones indicated the renewal evaluation section on required trainings was moot until the trainings have been developed.
 - No recommendation can be made for the Provider SPA 5 seat at this time because a second candidate for the seat is needed. An application from Sharon Chamberlain is anticipated.
 - Mr. Ceja recommended offering an interview to all renewals. The suggestion will be agendized as it is not in the recently approved policy/procedure.
 - ➡ Res-core Mr. Kelly due to the new Committee make-up. Ms. Werner will call Mr. Kelly to explain the situation.
 - ➡ Rescore Mr. Chud for the same reason. The decision for him to submit a revised application and/or sit for an interview was left to Mr. Chud, which he would communicate to the Committee prior to the February 14 meeting.
- B. **Candidate Nominations:** There were no nominations.

9. COMPREHENSIVE TRAINING PROGRAM (CTP):

- A. **Commission Orientation:** This item was postponed.
- B. **Commission Handbook:** This item was postponed.
- C. **Leadership Growth/Development:** This item was postponed.
- D. **Evaluation/Assessment:**
 - 1) **Qualitative Evaluation Tool:**
 - ➡ Due to Committee re-assignments, revised membership of the Evaluation Tool Work Group is: Mr. Chud, Ms. James and Ms. Peterson. Ms. Werner will schedule a meeting after the next Committee meeting.
 - 2) **CTP Effectiveness:** This item was postponed.

10. MEMBERSHIP MANAGEMENT: This item was postponed.

11. COMMUNITY MOBILIZATION PLAN: This item was postponed.

Operations Committee Meeting Minutes

January 20, 2011

Page 3 of 3

12. ALTERNATE OPERATIONAL RESOURCES: This item was postponed.

13. NEXT STEPS: There was no additional discussion.

14. ANNOUNCEMENTS: There were no announcements.

- ➡ Ms. Werner will remind Latino Task Force members of the next scheduled meeting. Members are Aviña, Ballesteros, Ceja, Johnson and Vincent-Jones.

15. ADJOURNMENT: The meeting was adjourned at 2:40 pm.